Registration Guide for the UNESCAP Event Portal
This guide will assist you with:

- Creating an account
- Register for an event

Click on any of the above links to skip to the relevant section.

Primary address for the Event Portal
The address to the event portal is:

http://meetings.unescap.org/

Recommended Web Browser
While the site should accept most modern web browsers, please consider using one of the following:

- Mozilla Firefox
- Google Chrome
- Internet Explorer (version 10 or later)

Contact UNESCAP
To contact us, please follow the instructions on this page:

http://www.unescap.org/contact
Creating an account
This section explains how to create an account for registering to an event.

If you already have an account, please continue to the section regarding event registration.

Step 1 – Sign up for an account
Navigate to http://meetings.unescap.org/ and click the button labelled Sign Up as pictured below.
Step 2 – Enter Account Details
Enter the details of the account holder. All fields must be entered in full.

Important: These details must be of the person attending the event.

If you are not personally attending the event, but registering on behalf of someone else, it is not your details which are required but the details of the participant.

Please fill in your details correctly, as all details will be cross-referenced with identification during entrance security checks and event participation information.
Step 3 – Validate your account
An automated email will be sent to the email address specified.

Follow the instructions in the email to complete the validation as exemplified on the picture below.

**Important:** Please observe that ambitious mail- and network security applications may delay and/or classify the validation email as junk/spam. Please check your spam/junk email folders if the validation email have not arrived within reasonable time.

If you are creating an account on behalf of someone else, please have them forward the validation email to you.

Note: For security reasons, if an email address is not validated within a short amount of time, the account creation process must be restarted from the beginning.
**Step 4 – Enter a password**

Enter a password for your account.

![Password Change Form]

The password must be at least 9 characters.
**Step 5 – Create a Profile**
To create a user profile, please choose “Profile” from the top right menu.

![Profile menu](image)

In the new view, as many details as possible should be entered. These will be used by the event organizer when processing the registrations.

![Profile information](image)

You will have the opportunity to review and modify the profile before every event registration.

**Note:** For the profile photo, please choose a picture with appearance and dimensions which would fit as a passport photo.

On submission, the system will adjust the dimensions of the profile photo (if needed) for the passage control.
Register for an event
This section explains how to register for an event.

**Important:** An account is required to register for an event. If you do not have an account, please continue to the section regarding account creation.

**Step 1 – Choose an event**
If you are not already logged in to the event portal, please navigate to [http://meetings.unescap.org/](http://meetings.unescap.org/) and login with your credentials.

When properly authenticated, a list of currently available events will be listed.

![Event Portal Image]

Please click on the event you wish to register for.
Step 2 – Register for the event

The view of the chosen event will display some information about the event as well as provide links/documents (if any) related to the event.

To begin the event registration, click on the green button labelled **Register**.

If the event is not yet open for registrations or the registration window have passed, a message will displayed instead of the button.
Step 3 - Review your profile
The first step in the registration is to review your profile.

Please update as necessary and fill in any missing information.

This information will be saved with your registration, and it is important it is complete to minimize the time to review process as well as accurately present information on event participation.

**Important:** The time to complete the registration process is limited to one hour. Submitting the form after one hour of displaying the profile review will cause a session reset, and the registration must be restarted from the beginning.
Step 4 – Additional registration details
If the event requires additional details from its participants, an extra form will be displayed.

Note: Some events do not require additional information, and this step will skipped.
Step 5 – Confirmation
Once the required information is submitted, a page will be displayed confirming that the registration has been received.

Please click Go Back to return to the event page.

Important
This confirmation page does not confirm participation at the event. The registration must first be reviewed by the event organizer, upon which an email will be sent to the account email confirming the participation.

Registration Status
The status of the registration may also be seen on the event page, instead of the green registration button.
Epilogue

We hope this guide on using the website has been useful.

If you have comments, suggestion or need further explanation on the topics in this document, don’t hesitate to contact us.

Thank you.